

JOB DESCRIPTION

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| CLASSIFICATION: | Exempt/Salary |
| POSITION: | Coordinator of Advocacy |
| EMPLOYMENT STATUS: | Full Time |
| SUPERVISOR: | Manager of Growth Strategies |
| ALIGNS CLOSELY WITH: | Manager Outreach |

FUNCTION:

The **Coordinator of Advocacy** with Shared Hope International (SHI) works to fulfill daily program and administrative functions related to the Ambassadors of Hope Program, and fulfills local speaking engagement and presentation requests to increase the growth and visibility of the organization, its mission and role in the community.

ESSENTIAL DUTIES:

Coordinator Functions:

1. Replies to inquiries from the awareness@sharedhope.org inbox, including Advocates' reports, training inquiries, and alerting the Manager of Outreach and Manager of Growth Strategies to any unusual or commendable Advocate activities and fundraising efforts.
2. Program-supporting administrative duties
3. Salesforce.com database data entry
4. Performs data quality checks in Salesforce and audits volunteer work
5. General follow-up phone calls and emails to Advocates
6. Drafts and edits written correspondence
7. Routes Event Tracking/Sign-up Sheets & Defender Pledges to appropriate volunteers for data entry
8. Accurately completes ad-hoc projects as assigned by the Manager of Growth Strategies

Volunteer/Growth Strategies College Intern Training

1. Trains Growth Strategies Department Volunteers to process Event Sign-Up Sheets/Defender Pledges and miscellaneous tasks
2. Prepares tasks for Volunteers based on priorities as indicated by Manager of Growth Strategies
3. Assists Manager of Growth Strategies in screening/interviewing/scheduling new/existing Growth Strategies Department Volunteers

Community Advocacy

1. Responds to assignments by the Growth Strategies Managers regarding speaking/presentation requests in a timely manner, schedules these events, delegates speaker assignments, assigns collateral table assignments, completes follow-up tasks and reports outcomes of each of these approved events to SHI staff members as requested.
2. Supports the initiatives of the Manager of Outreach in furthering the growth of the local Ambassador of Hope program by fulfilling public speaking requests and strengthening community relationships.
3. Coordinates with SHI Management staff to maximize speaking and donor relation opportunities.
4. Willing to travel to extended local areas as needed. Travel approximately 10% of time.

OTHER DUTIES:

1. Assists with special projects and events as needed

QUALIFICATIONS:

1. High School Degree minimum. Some college preferred.
2. Minimum of four (4) years of data entry or detailed administrative experience.
3. A minimum of one year public speaking or training experience.
4. Strong computer skills including Microsoft Word, Excel and Outlook. Preference given to candidates with Salesforce database experience.
5. Highly organized, detail oriented with strong problem solving skills.
6. Professional demeanor and excellent interpersonal and communication skills.
7. Self-motivated, flexible, and capable of working independently on deadlines.
8. Able to work on a team as a dependable member.
9. Has a positive "can-do" attitude and pleasant demeanor.
10. Has a passionate concern for women in crisis and the eradication of sexual slavery.
11. Event/meeting planning experience a plus.

ABILITIES:

1. Ability to stand or sit for prolonged duration
2. Ability to perform repetitive finger, hand, and arm movements
3. Ability to lift 25 lbs.
4. Talking-giving verbal instructions in close range, and speaking over the phone
5. Able to perform simple math
6. Ability to utilize electronic equipment such as computer, 10-key, telephone, etc.
7. Ability to think critically and provide appropriate solution

Work location: Shared Hope International Headquarters in Vancouver, WA.

Qualified candidates should email to jobs@sharedhope.org:

- 1) Cover letter
- 2) Resume
- 3) A list of three (3) professional references with contact information (Name, Phone, and email address).

Interviews of all qualified applicants will be in-person at the Vancouver, WA Shared Hope International office. Shared Hope cannot pay or reimburse travel costs for interviewees. The desired start date will be as soon as a qualified person is found for this position.

Disclaimers:

SHI is an "At-will" employer. *This job description is provided for informational purposes only and does not form the basis of a contract.* This description is intended to provide an overview of the responsibilities and duties of the position. It is not all-inclusive. The incumbent in the position will be expected to perform other duties as required. The responsibilities may change over time.

Salary Scale: Beginning salary of \$35,000 - \$40,000 based on experience. 401K employee match available, health insurance benefit with \$100 employee contribution, and performance-based salary increases.